

Quick Reference Guide for VTD Verification

Getting Started (see user guides for more detail)

- **Software:** When using GUPS to perform your voting district or voting district verification updates, you must install use the latest version of the GUPS software whose version number begins with a 9.0. A software installation disk is included in this packet.
- **Data:** You must use the 2018 Version 2 Partnership Shapefiles (pvs_18_v2...). The easiest way to download these files is through the GUPS Census Web Option. Updates made using previous versions of the shapefiles cannot be accepted.
- **If you are submitting Voting District updates for the county for the first time:** You must select the Voting District Project module. There will be three options in GUPS on how to start your VTD Project. You can start with a:
 - Blank layer
 - Tabular equivalency file,
 - Import your own VTD shapefile.

Once in GUPS, you can update voting districts by creating new VTDs, deleting VTDs, modifying VTD attributes, and adding faces or geographic entities to VTDs using the Modify Area Feature Tool.

- **If you are performing Voting District Verification:** You must select the Voting District Project Verification module. The VTDs that you submitted in 2018 will automatically be loaded. You will be asked if you would like to perform Verification against an external source using:
 - Shapefile
 - Tabular equivalency files,
 - Perform verification without a source.
 - You can still add your source later once in GUPS.

You can verify your VTDs against your source material using the VTD Verification Tool (see below for more information). You can also update voting districts by creating new VTDs, deleting VTDs, modifying VTD attributes, and adding faces or geographic entities to VTDs using the Modify Area Feature Tool.

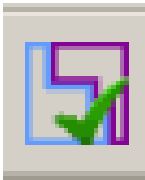
- Due to quality checks added to the Import Shapefile Tool in VTD and VTDV, import times have increased. In some cases, it appears that GUPS has frozen. Please be patient when importing shapefiles.
- **Electronic Materials:** Digital versions of the materials along with links to the software and geography are available under the Phase 2 section of the Redistricting Data Program Management webpage:
<https://www.census.gov/programs-surveys/decennial-census/about/rdo/program-management.html>

Best Practices

- We strongly recommend using the GUPS software to make your VTD or VTDV updates. GUPS generated files are generally of better quality than non-GUPS generated updates.
- Please submit completed files on a flow basis as soon as possible. This allows the CRVRDO staff to perform a thorough review of the submission and allows time to work with you if there are issues with the submissions.
- Please email us at rdo@census.gov as soon as you become aware that a county or counties will not have any VTD or VTDV updates. This helps us plan our workload.
- If you plan to make place updates, you must perform updates using the modify area tool to add or remove faces from the affected place(s). Simply adding/deleting linear boundaries or flagging the current boundary as a do not hold does not qualify as an update and will be removed from the submission
 - If you plan to make place updates, please contact our office so we can assist you in coordinating your efforts with the Boundary and Annexation Survey (BAS) respondent. We encountered many place updates in previous operations that could not be processed due to the BAS contact not agreeing with the suggested change.

New Tools in GUPS 9.0

- Voting District Project Verification Tool:



- Tool that allows you to compare the VTDs in the partnership shapefiles to your source file to find areas that do not match.
- Modify Area Feature Tool:
 - The following editable geographies have been added to allow you to make updates :
 - Congressional District
 - State Legislative Upper
 - State Legislative Lower

- Import Working File



- Tool allows you to replace your VTD layer mid-project without having to restart the entire project and save other edits

- Enhanced Imagery Tools



- More ways to access imagery via GUPS

VTD Enhancements in GUPS 9.0

- Re-projecting Shapefiles
 - GUPS will provide instructions on how to reproject the file in QGIS
- Overlapping VTDs (spatial)
 - GUPS will remove any overlapping VTDs on Import
- Overlapping VTDs (attributes)
 - GUPS will remove any duplicate VTDST Codes on Import
- Deleted Edge being used as a VTD Boundary
 - Users will now be warned if they delete an edge that is being used as a VTD boundary
- Share with Participant
 - Now files can be shared multiple times